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Weekly Report for Week Ending 9 September 1958  
from  
Forms Management Branch

1. Contributions

a. Tangible

- (1) Completed 19 actions requiring the printing of 76,550 copies or sets of blank forms. This represents a decrease from the FY 59 weekly average of 24 actions and 290,000 copies.
- (2) Approved 4 new and 2 revised forms.
- (3) Four forms were obsoleted.

b. Intangible

- 25X1A6a (1) Design of the DD/S approved Travel Order Form was sent to [REDACTED] for printing. The scheduled delivery date to FMB is 11 September 1958. Upon receipt of these forms, coordination in DD/P and DD/I will be initiated.

2. Assignments

a. Active

- 25X1A9a (1) Records System of the Security Staff in connection with new building. [REDACTED]
- 25X1C4a (2) Forms aspect of the [REDACTED] Project. [REDACTED] 25X1A9a
- (3) Travel Order Revision. [REDACTED] 25X1A9a
- (4) Five Employee Suggestions. [REDACTED] 25X1A9a
- (5) Printing Services Survey. [REDACTED]
- (6) Twelve new and 11 revisions are pending.
- (7) Improvements in "Hot" Information (TD) Reports Handling. [REDACTED] 25X1A9a  
Further substantial improvements in this system are expected to result from joint RC/RQM-Cable Sec.-Management Staff efforts to change distribution methods and forms design and construction. Proposals still in the discussion stage are:

a. Reduce to bare minimum, volume of reports disseminated by teletype. (75% of teletype traffic had previously been eliminated by July 1957. Remaining 25% has now been cut to 5%. Goal is to reduce this to 1% and limit primarily to TOP SECRET reports. To do this, hard copy

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dissemination must be substituted.)

- b. Transfer permanently, certain hard copy dissemination responsibilities from OCR to Cable Secretariat. Obtain better 24 hour permanent courier coverage by beefing up the courier force.
- c. Further standardize distribution requirements and redesign forms to reflect changes. At same time, adopt principles of "Common Information Report Format", differing mainly from routine CS Report format in a distinctively different stripe top and bottom and in retention of letter size. This would be an interim measure only; ultimate goal would be conversion to legal size to assure more complete compatibility with common format and to further speed up handling.
- d. If "a" can be accomplished, a preprinted white tissue Signal Center copy will no longer be needed (Cable Sec. can give Signal Center a run-off copy instead). A cut offset master, internally printed, coupled with plain Letterex, as needed, can then be substituted for the specialty-type forms now procured commercially on bid basis. This should cut procurement costs and lead time, prevent wastage of unneeded copies, give greater flexibility, reduce stockpiling requirements, enhance future improvements by making revision easier, and provide greater security.
- e. Improve quality of finished reports and reduce or eliminate need for retypes by:
  - a. Converting all fabric ribbon-type electric typewriters used in TD Reports preparation to use one-time paper carbon ribbons.
  - b. Replace manual typewriters used in TD Reports preparation with electric machines and paper carbon ribbons.
  - c. Pending complete conversions of typewriters, procure long life, high quality silk typewriter ribbons in lieu of short life, low quality, marginal-type cotton ribbons.

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